



Mississippi Department of Employment Security

Tate Reeves
Governor

Robin Stewart
Interim Executive Director

Amendment #1

Consolidated Questions and Answers

Temporary Staffing Services

Mississippi Opioid Professional Training Project

RFx Number: 3160005635

IFB 2023-01

Bidder shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by letter, or by signing and returning Attachment F. The acknowledgement must be received by MDES by the time and at the place specified for receipt of bids.

The Mississippi Department of Employment Security (MDES) appreciates the interest you have shown in the Invitation for Bids (IFB) for Temporary Staffing Services for the Mississippi Opioid Professional Training Project (IFB 2023-01). In response to the questions received by interested vendors concerning IFB 2023-01, MDES submits the following consolidated questions and answers.

1. Is this a new initiative? If not, who are the current vendors? What is their current pricing?
 - A. Yes, this is a new initiative.
2. What are the requested job titles? Is the vendor required to submit all job titles?
 - A. The universities will make the job title determinations.
3. What are the historical annual spending volumes in the project?
 - A. As mentioned in question number 1, this is a new initiative, and no historical spending volume is available.
4. What is the estimated budget for this project?

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- A. The estimate budget for this project will not exceed \$4,000,000.00.
5. Section 4 Page 3 What is the estimated number of training hours/year?
- A. Training will be conducted by the universities, and they will make the determination on the number of required training hours.
6. Section 4 Page 3 How many training sessions will take place annually?
- A. Please see question number 5.
7. Section 4 Page 3 How many trainers are needed per session?
- A. Please see question number 5.
8. Section 4 Page 3 Please Provide a list of the identified training locations.
- A. Please see question number 5.
9. Can you please provide incumbent details?
- A. Please see question number 1.
10. Can you please provide the contract value for the opportunity?
- A. Please see question number 4.
11. What are the goals for the Minority-owned businesses and HUB?
- A. MDES does not understand the intent of this question; however, the agency can provide its objective with regard to minority-owned businesses which includes providing procurement opportunities to minority owned businesses in conjunction with the Mississippi Development Authority Minority and their Small Business Division.
12. Can out-of-state or small business can (sic) Participate (sic)?
- A. Yes, MDES welcomes any entity's participation in this Invitation for Bids; however, out-of-state businesses must comply with Sections 6.2 and 11 of the bid document.
13. Can you please provide the Prior (sic) RFP Documents (sic)?
- A. As mentioned in question number 1, this is a new initiative; therefore, there are no prior bid documents.
14. How many vendors are available?

- A. This IFB is open to all vendors. As of the date and time of the answers published to this Amendment of Questions, bids are currently due on March 15, 2023, and MDES will not know the number of participating vendors until that time.
15. Will these employees be traveling as part of their job requirements and if so (sic) is the travel reimbursed by the staffing provider at published required rates and then invoiced to MDES as a pass through? Is it a pre-requisite for the employee to have a vehicle capable of traveling in their role?
- A. The vendor will not be responsible for travel reimbursement. The program as a whole will establish guidelines for reimbursement methods.
16. If the staffing agency has candidates throughout the state that meet the requirements of these positions (sic) will the agency be allowed to recommend candidates or is the decision on who is hired the responsibility of the university?
- A. It will be the responsibility of the university.
17. Who is responsible for the computers, phones, equipment that the employees will need to perform their duties?
- A. The student will be responsible for all related equipment needed to perform their duties.
18. Can you provide detailed job descriptions for all positions needed for the contract?
- A. The universities will make the job title and description determinations.
19. Do you only want year-end financial statements for past two years? Is there any negative impact if we prefer not to provide financial statements, and instead provide our Credit Rating and a Line of Credit letter from our bank? Or, a letter of Good Standing from the bank? If not, what SPECIFICALLY is acceptable as sufficient information to enable MDES to assess the financial stability or solvency of the vendor?
- A. Year-end financial statements are acceptable. Per Section 6 of the IFB, financial stability or solvency is a minimum bidder qualification to be considered responsive, responsible, and/or acceptable. MDES must be able to ascertain the vendor's financial solvency to ensure the capability of fulfilling the obligations of the contract.
20. Can you elaborate on the detailed narrative explaining how the vendor will perform the required duties of this contract? Can you give some examples of what you are looking for?

- A. The narrative should be a written description of the vendor's plans to provide the requested services. This can include strategies, ideas, and/or methods that will be used to execute this contract along with a descriptive approach ensuring the project's success.
21. 8.2.11 "Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption." Can you explain this? Is an example of exempt information something like our financial statements?
- A. If a vendor indicates information submitted in the bid documentation is exempt from the Mississippi Public Records Act, information shall be released after the vendor is allotted adequate time to seek a protective order from the court of jurisdiction protecting the information as confidential.
22. Are the contract employees required to use their vehicle while on the job? If so, will the Agency pay mileage?
- A. Please see question number 15.
23. Is there any training required by the contractor for the employees mentioned in 15.4?
- A. No. The vendor is not required to provide training.
24. Attachment H, 33. Quality Control. What is the expectation concerning daily supervision and frequent inspections of Contractor's staff? Can this be done by phone, email and ZOOM, or does it have to be done in person?
- A. The university will be monitoring the Contractor's staff and will make the determination regarding supervision and inspections.
25. Does the Agency recruit the employees or does the contractor recruit the employees? If the contractor recruits, what are the requirements per employee/position?
- A. The Contractor will recruit the employees.
26. What is the contractor's role with the partnership that MDES has with the universities in recruiting these employees? For example, will the employees be referred to the contractor once they are vetted?
- A. The Contractor's role will be to process the payments for the university and the student employees that will be placed by the Contractor.

27. In Section (sic) 4, paragraph 2. What does “serving as subgrantees under the direction of JSU” mean?
- A. Jackson State University is the lead university for this project and will oversee how the other universities coordinate the program.
28. Will these employees be allowed to work a standard 40 hour week on the contract for a specific number of weeks or the entire length of the contract?
- A. Each university will provide their students specific allotted hours to the vendor prior to the start of the grant.
29. Can you reveal the amount of the grant that was received from DWG HHS?
- A. The anticipated amount is \$10 million; however, the grant application is still in process at this time.
30. Do you have a complete job description for this position?
- A. See answer to question number 18.
31. As stated under Section 4 – Scope of Work six (6) universities in Mississippi will partner with MDES for the program, will universities route interested students to a vendor or would MDES expects vendor will run a drive to recruit possible students for the MDES program?
- A. The university will route the students.
32. What responsibilities is MDES looking from a vendor? Does a vendor responsibility include screening, background checks, payrolling etc.
- A. Contractor responsibility will be payroll.
33. As per what we have understand (sic), since the sourcing will be done from the said universities will the opportunities under the contract are (sic) anticipated to be full-time i.e., 40 hours a week?
- A. Each university will provide their students specific allotted hours to the vendor prior to the start of the grant.
34. MDES anticipates placement of eligible students at the Bachelor’s and Master’s level is it right to assume that they will be working part-time (20 hours a week).
- A. Each university will provide their students specific allotted hours to the vendor prior to the start of the grant.

35. Is this a new contract and if not, please share the last annual spending of this contract?

A. This will be a new contract.

36. Are there any incumbents on the contract? If yes, please share the name of the incumbent?

A. No

37. Please share incumbent's cost proposal. Request you to please provide the previous rates, and historical spending?

A. Not applicable. See question number 1.

38. Are there any pain points that the city is facing with the current incumbents?

A. No

39. Will MDES and/or the 6 universities be responsible for identifying and screening eligible participants?

A. The universities will be responsible.

40. Will MDES and/or the 6 universities be responsible for identifying and screening eligible job sites?

A. The universities will be responsible.

41. What is the length of time or amount of hours each eligible student will be allowed to work under the DWG?

A. Each university will provide their students specific allotted hours to the vendor prior to the start of the grant.

42. Can you provide a more detailed explanation or job description for the placements?

A. Please see question number 18.

43. Will eligible students only work in an administrative role or will they be providing medical/clinical care?

A. It is anticipated that positions will be more social work care.

44. If providing medical/clinical care, will they be under the supervision of a qualified medical professional?

A. They will be under the supervision of the facility and university where they are placed.

45. What is the estimated amount of funds to be allocated to this program?

A. Not to exceed \$4 million.